

MEDICAL SURVEILLANCE EXAMINATIONS

1. Applicability. This document applies to employees who do not utilize military medical facilities. Employees at work sites who receive medical examinations from military medical facilities shall contact the person that manages the MSP for proper procedures.
2. Preplacement Medical Examinations. Job applicants applying for positions identified as a medical surveillance required position will be scheduled for a preplacement exam by CPAC and placed in the MSP by CENWP-SO.
3. Criteria for Periodic Medical Examinations. Employees who are assigned or transfer to a position that is included in the ROI will receive periodic medical examinations. The HOI is maintained by the person who manages the MSP, but any changes in employee status will be updated by the POCs.
4. Criteria for Separation Medical Examinations. CPAC will notify CENWP-SO as soon as possible of any employee serving in a position included in the HOI that is leaving Government service or transferring to another agency. The requirement for a final medical examination will be determined by the MSP manager.
5. General Instructions.
 - a. The MSP POC will submit HOI changes to CENWP-SO within a month of any changes. The MSP POCs will notify the CENWP-SO as soon as possible of any employee who will be leaving Government service or transferring to another agency.
 - b. CENWP-SO will provide each POC a corrected HOI whenever changes are made that affect the organization they service.
 - c. CENWP-SO will prepare and distribute to the MSP POCs health packets of necessary forms, with preparation instructions. These health packets will be provided to employees at the time of examination scheduling.
 - d. The POCs will schedule project/area employees for examinations with local health clinics. Employees utilizing the U.S. Public Health Service will be contacted directly by the Health Unit personnel
 - e. The supervisor will direct employees to the examining physician and provide the time within the work day to accomplish the required physical. The medical coordinator will provide the employee with a packet of health forms.
 - f. The examining physician will complete the medical examination and discuss the tests results with the employee examined. The physician will then forward all test results, in a sealed envelope, to the project/area coordinator who in turn will forward the unopened envelope to CENWP-SO.
 - g. The examining physician will also forward an exam report to the project/area coordinator. MRD Form 0973A will be used for this purpose. One copy of this form will be given to the supervisor of the employee and one will be maintained by the SOHO. One copy will be provided to CPAC, for filing in the employees medical file.
 - h. Individuals whose medical tests identify a potential work-related problem may be referred to a physician for further evaluation, and any job limitations will be stated on MRD Form 0973C.
 - i. Cost of tests completed without authorization from the project/area manager or the SOHO will be at the employees expense.
6. CPAC will:
 - a. Ensure necessary pre-employment medical examinations are performed when filling vacant positions.
 - b. Ensure all vacancy announcements and position descriptions clearly identify and list all recognized health hazards of the position, address the requirement for use of protective clothing and equipment when required by the position, and are reviewed/updated annually or as soon as a health hazard is recognized.
 - c. Ensure employees medical records are filed appropriately and maintained in a confidential manner.
 - d. Maintain employees medical records for the duration of employment, plus 30 years.

7. CENWP-SO will:

- a. Provide administration, coordination, and technical review on occupational health and medical surveillance matters.
- b. Provide overall administrative management of the MSP.
- c. Monitor the total cost for all medical services.

8. Employees will: Notify the supervisor of any unusual health condition or change in health status that warrants medical evaluation or considerations relative to work assignments.